



FOR VALIDATION ONLY

**APPLICATION FOR LICENSURE AS A/AN  
FUNERAL DIRECTOR/EMBALMER**

☐ FUNERAL DIRECTOR

☐ EMBALMER

**Make remittance payable to State Treasurer.  
Send this application with your remittance to:  
Department of Licensing  
PO Box 9048  
Olympia, WA 98507-9048**

*Please type or print clearly in dark ink*

Applicant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Gender (F or M) \_\_\_\_\_

Address \_\_\_\_\_

IF YOU ARE CONCERNED ABOUT PUBLIC ACCESS TO THIS INFORMATION, YOU MAY USE MAILING OR BUSINESS ADDRESS HERE

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Daytime Telephone No. ( ) \_\_\_\_\_ \*Social Security No. \_\_\_\_\_

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

*\* State law, RCW 26.23.150, requires you to furnish your Social Security Number when you apply for this license. Resident aliens, without a Social Security Number, must furnish their Individual Tax Identification Number.*

Have you taken the National Board Exam given by the Conference of Funeral Service Examining Boards? ☐ YES ☐ NO

Are you currently, or have you ever been registered as a funeral director and/or embalmer intern in Washington? ☐ YES ☐ NO

Have you ever applied for the funeral director or embalmer examination in Washington prior to this application? If yes, approximate date \_\_\_\_\_ ☐ YES ☐ NO

Have you ever been known under any other name? If yes, list name(s) \_\_\_\_\_ ☐ YES ☐ NO

**The funeral director and embalmer professions are regulated under RCW 18.39. For each "YES" response below, please attach a letter of explanation, certified copies of records and orders from the agencies concerned, decisions and statements of charges, final orders, court records or filings or convictions, and all other related documentation.**

1. Within the past ten years, have you been convicted of a crime, misdemeanor or felony in this state, or any other state, by the federal government or any other jurisdiction? ☐ YES ☐ NO

2. Excluding traffic citations, within the past ten years, have you been found guilty in a criminal, civil, administrative agency, professional association or certifying agency disciplinary action, or have you agreed to a stipulation or settlement resulting from a disciplinary action? ☐ YES ☐ NO

3. Has any professional or occupational license, certification or permit held by you, been fined, suspended, revoked, refused or denied in this state, any other state, by the federal government or any other jurisdiction? ☐ YES ☐ NO

4. Do you presently have a criminal complaint or indictment pending against you in this state, any other state, by the federal government or any other jurisdiction? ☐ YES ☐ NO

**ATTESTATION**

I, the undersigned, certify that I am the person referred to in this application for licensure as a funeral director and/or embalmer in Washington. I hereby authorize all institutions or organizations, employers (*past and present*), business and professional associates (*past and present*), and all government agencies (*local, state, federal, or foreign*) to release to the Board of Funeral Directors and Embalmers any information, files or records requested by the board in connection with the processing of this application.

I have read RCW 18.235.130, and I have carefully read the questions in this application and have answered them completely, without reservations of any kind, and I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. **Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension or revocation of my license to practice as a funeral director and/or embalmer in Washington State.**

Applicant's Signature **X** \_\_\_\_\_ Date \_\_\_\_\_

***If application information is incomplete, the application will not be processed.***

*The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360)664-1555 or TTY (360)664-8885.*

## INTERN TRAINING - if applicable, list any intern training you have received



NAME OF ESTABLISHMENT	TYPE OF INTERNSHIP <input type="checkbox"/> F. Director <input type="checkbox"/> Embalmer	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
ADDRESS (Street, City, State, and Zip)			
SUPERVISING LICENSEE		TOTAL HOURS OF TRAINING	
NAME OF ESTABLISHMENT	TYPE OF INTERNSHIP <input type="checkbox"/> F. Director <input type="checkbox"/> Embalmer	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
ADDRESS (Street, City, State, and Zip)			
SUPERVISING LICENSEE		TOTAL HOURS OF TRAINING	
NAME OF ESTABLISHMENT	TYPE OF INTERNSHIP <input type="checkbox"/> F. Director <input type="checkbox"/> Embalmer	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
ADDRESS (Street, City, State, and Zip)			
SUPERVISING LICENSEE		TOTAL HOURS OF TRAINING	
NAME OF ESTABLISHMENT	TYPE OF INTERNSHIP <input type="checkbox"/> F. Director <input type="checkbox"/> Embalmer	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
ADDRESS (Street, City, State, and Zip)			
SUPERVISING LICENSEE		TOTAL HOURS OF TRAINING	

## PROFESSIONAL EXPERIENCE - chronologically list all professional funeral experience\*

TITLE OF POSITION	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
DESCRIPTION OF WORK/TYPE OF EXPERIENCE		
NAME OF ESTABLISHMENT	SUPERVISOR	
ADDRESS (Street, City, State, and Zip)		
TITLE OF POSITION	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
DESCRIPTION OF WORK/TYPE OF EXPERIENCE		
NAME OF ESTABLISHMENT	SUPERVISOR	
ADDRESS (Street, City, State, and Zip)		
TITLE OF POSITION	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
DESCRIPTION OF WORK/TYPE OF EXPERIENCE		
NAME OF ESTABLISHMENT	SUPERVISOR	
ADDRESS (Street, City, State, and Zip)		
TITLE OF POSITION	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
DESCRIPTION OF WORK/TYPE OF EXPERIENCE		
NAME OF ESTABLISHMENT	SUPERVISOR	
ADDRESS (Street, City, State, and Zip)		

\* Other than that listed under apprentice training.

COLLEGE EDUCATION - please list chronologically



NAME OF INSTITUTION	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
ADDRESS (Street, City, State, and Zip)		
DEGREE RECEIVED	DATE GRADUATED (Year)	
NAME OF INSTITUTION	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
ADDRESS (Street, City, State, and Zip)		
DEGREE RECEIVED	DATE GRADUATED (Year)	
NAME OF INSTITUTION	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
ADDRESS (Street, City, State, and Zip)		
DEGREE RECEIVED	DATE GRADUATED (Year)	
NAME OF INSTITUTION	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
ADDRESS (Street, City, State, and Zip)		
DEGREE RECEIVED	DATE GRADUATED (Year)	
NAME OF INSTITUTION	FROM (Mo/Da/Yr)	TO (Mo/Da/Yr)
ADDRESS (Street, City, State, and Zip)		
DEGREE RECEIVED	DATE GRADUATED (Year)	

PREVIOUS FUNERAL SERVICE LICENSURE

STATE/ JURIS.	PROFESSION	LICENSE		PERMANENT/ TEMPORARY	LICENSE RECEIVED BY:		CURRENT	
		YEAR	NUMBER		EXAMINATION	OTHER	YES	NO

## LICENSING REQUIREMENTS AND APPLICATION INSTRUCTIONS FOR FUNERAL DIRECTORS AND EMBALMERS

Applications and fees, college transcripts, verification forms from other states, and National Board exam scores must be postmarked no later than the deadline date. Colleges, the National Board, and state boards are sometimes slow. You should request these documents in time for them to be postmarked by the deadline date. Late receipt of documentation may require postponing your examination until the next scheduled date.

Applicants must be at least eighteen years of age.

### FUNERAL DIRECTOR

An applicant for a license must have:

- Obtained an associate of arts degree in mortuary science;
- **or**, have completed a course of instruction of not less than two years in an accredited college. This course of instruction must consist of 60 semester or 90 quarter hours of instruction at a school, college, or university accredited by the Northwest Association of Schools and Colleges or other accredited association approved by the board, with a minimum 2.0 grade point, or a grade of C or better, in each of the following subjects:
  - one course each in psychology and mathematics;
  - two courses in English composition and/or rhetoric;
  - two courses in social science;
  - three courses selected from any of the following subjects: Behavioral sciences, public speaking, counseling, business administration and management, computer science, and first aid.

#### NOTE:

- Credits may be earned at more than one college to satisfy the total number required.
- Some mortuary schools may issue a diploma or certificate but not an associate's degree because their curriculum does not equal 60 semester or 90 quarter hours. Graduates of such mortuary schools need to be aware that their diploma or certificate alone **DOES NOT** fulfill Washington State's requirement for 60 semester or 90 quarter hours of college.
- The requirement for classes in certain subjects does not apply to applicants licensed more than five years in another state.

### EMBALMER

An applicant for a license must have:

- An associate of arts degree in mortuary science;
- **or**, completed a course of instruction in an accredited mortuary science college program and have other college courses that, together, total 60 semester hours or 90 quarter hours.

### OUT-OF-STATE APPLICANTS

The board may recognize licenses issued to funeral directors or embalmers from other states if the applicant's qualifications are comparable to those required of in-state applicants. The board may issue a funeral director or embalmer license upon: Verification of the other state's licenses, payment of the application fee, and successful completion of the Washington State Law examination. Five years active experience as a licensee may be accepted to make up a deficit in the comparable education requirements.

**NOTE:** Applicants with **at least five years active** licensed experience in another state are not required to provide college transcripts or National Board scores. However, written verification of licensure from the state boards of the states where they are licensed **must** be provided, and their experience listed on page 2 of the application. Out-of-state applicants with **less than five years active** licensed experience will be required to meet our educational requirements (*except for the specific course requirements*) and provide college transcripts, National Board scores, and verification of licensure.

### INTERNSHIP

**Funeral Directors** must complete one year of intern training (*consisting of at least 1800 hours of employment*) under the supervision of a licensed funeral director in Washington State. The training must include assisting a licensed funeral director in coordinating all aspects of at least 25 arrangements for funeral, memorial, and/or final disposition services for human remains.

**Embalmers** must complete two years of intern training (consisting of at least 3600 hours of employment and the embalming of at least 50 human remains) under the supervision of a licensed embalmer in Washington State.

**NOTE:** An applicant may take the examinations before completing the intern training; however, on passing the examinations, the license will not be issued until we receive certification of completion of intern training.

### **OUT-OF-STATE**

Internships served in other states may be accepted by the Department if the intern was registered with that state board and the training is documented by the supervising licensed funeral director/embalmer. Embalmer applicants who have less than two years of combined intern and licensed time will be required to serve a period of internship to make up the difference to a total of two years.

### **EXAMINATIONS**

All applicants are required to take the Washington State Law examination, including Public Health.

- Applicants for the funeral director license will take the Funeral Arts examination.
- Applicants for the embalmer license will take the Funeral Sciences examination.

Applicants will not be required to take the Arts and/or Sciences sections if they have successfully completed the National Board examinations with average scores of 75% or better in each section, **or** another state's Arts and/or Sciences examinations.

Examinations are administered four times a year in February, May, August, and November.

### **APPLICATION FEES**

Funeral director:	\$100.00
Embalmer:	\$100.00

Applicants failing an examination are allowed one retake at no additional fee.

### **APPLICANTS MUST SUBMIT**

- A completed application form, with signed attestation. **NOTE:** Your Social Security number is now **required** - state law makes this no longer a voluntary item.
- The examination fee. Please make your check payable to the Washington State Treasurer.
- Official transcripts from mortuary school, colleges, universities. Photocopies are not acceptable.
- Official copy of National Board scores (*if applicable*) sent directly from the National Board.
- Verification forms from the state board of each state where you have been licensed, with state exam scores if possible.

### **AIDS TRAINING**

The requirement for licensure, renewal, or the reinstatement of any license on lapsed or disciplinary status must include completion of AIDS education and training consisting of a minimum of four and one-half (4.5) clock hours. The course must also include training in prevention, transmission, and treatment of AIDS. AIDS education received at a mortuary school meets this requirement. New licensees and interns who have not completed mortuary school since 1987 will have two years from the date of licensing to complete the AIDS education requirement. Your signature on an affidavit provided by the Department is acceptable proof of completion. Recent AIDS training may be credited toward the requirement of ten hours of continuing education every two years.

### **GENERAL INFORMATION**

It is recommended that you submit applications and fees as early as possible so that we can review them and notify you of any deficiencies. If you are not sure you have enough college credits, or the right courses, you may make photocopies of your transcripts and send them to us with a note asking that we review the transcripts for completeness.

Transcripts and other documents must identify you by the same name under which application is made, in order to match the documents with your application. Applications will be considered incomplete until all necessary supporting documents are received.

Examinations are usually held in Olympia, but occasionally may be held near Sea-Tac Airport. Approximately two weeks prior to the examination date you will be sent an eligibility letter notifying you of the date, time, and location of the examination. To be admitted to the examination you must present your eligibility letter and one piece of photo ID.

We try to provide your examination scores before you leave the examination site. To pass the funeral director exam, scores of at least 75% are required in State Law and Funeral Arts. To pass the embalmer exam, scores of at least 75% are required in State Law and Funeral Sciences.

If you are unable to attend the examination as scheduled, or if you withdraw from the examination, you must notify the Department by telephone at least **five** days in advance. If you fail to appear for the exam without notifying the Department in advance, you will forfeit the application fee.

Licenses expire annually on your birthday. New licenses issued more than 90 days prior to your next birthday will expire on that birthday. New licenses issued within 90 days of your next birthday will expire on your birthday the following year.

If you will be working in funeral service prior to your exam date, and performing licensed work, state law requires that you be registered as a funeral director and/or embalmer intern. This requirement also applies to out-of-state applicants who are licensed in other states.

#### **MAIL APPLICATIONS TO:**

**If sending payment:**

Department of Licensing  
Funeral and Cemetery Unit  
P.O. Box **9048**  
Olympia, WA 98507-**9048**

**If NOT sending payment:**

Department of Licensing  
Funeral and Cemetery Unit  
P.O. Box **9012**  
Olympia, WA 98507-**9012**

Telephone: (360) 664-1555

FAX: (360) 586-4414

E-mail: [Funerals@dol.wa.gov](mailto:Funerals@dol.wa.gov)

Web site: [www.wa.gov/dol/bpd/funfront.htm](http://www.wa.gov/dol/bpd/funfront.htm)

***UPON FILING, THIS APPLICATION BECOMES A PUBLIC RECORD AND IS  
SUBJECT TO THE PUBLIC DISCLOSURE PROVISIONS OF RCW 42.17.***